



POLICY DOCUMENT

For use by all member schools

Admissions 2023 – 24

	Name	Date
Consultation process	LBB	December 2018
Trustee approval	John Cliff, Chair of Trust Board	December 2021

ADMISSIONS POLICY 2023-24

- a. All applications shall be received and offers made individually by the LA in common with other Bromley Primary Schools. The admissions authority for this policy is The Spring Partnership Trust ('the Trust').
- b. The Standard Number for admissions to the Early Years Foundation Stage (EYFS) at Hayes Primary School is 90, to St Mary Cray Primary Academy is 30, to Elmstead Wood Primary School (previously Dorset Road Infant School and Castlecombe Primary School) is 60, to Midfield Primary School is 60 and to Leeson's Primary School is 60. The Published Admission Number (PAN) is inclusive of students with an Education, Health and Care Plan (EHCP) in accordance with the relevant statutory requirements. In addition to the 60 places at Midfield, there is a special resourced provision, The Tree House, which comprises two classes for a total of up to 18 pupils from Reception to Year 6 with autistic spectrum disorder. Pupils are allocated to The Tree House by the Local Authority.
- c. In line with legislation, all children will be permitted to start in reception in the September following their fourth birthday.

Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child.

Once a place has been offered the parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Children born between 1 April and 31 August 2019 and offered a place for admission in the 2023-24 academic year will be expected to start school by the start of the 2024 Summer term.

In exceptional circumstances parents can also request that their child attends part-time until the child reaches compulsory school age but this must be in discussion with the Headteacher/Head of School and in the best interest of the child.

- d. Parents of summer born children (i.e. born between 1 April to 31 August) may request that their child is admitted the following year outside of his or her normal age range into Reception Year instead of Year 1, however there is no automatic right to this. Any place already achieved for the child in Reception Year in the usual way cannot be deferred (i.e. held for that child) for the duration of that school year, and if deferral is agreed parents will need to re-apply for admission the following year.

Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health. The Trust will consider applications outside of the child's normal age group on an individual basis taking into account any information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Parents wishing to apply for a place outside of the normal age group should contact the Headteacher/Head of School in writing in the first instance. Parents should take the above factors into account when writing their request and considering what supporting documentation to attach to their request.

The request will be considered by the Trust in the best interests of the child to whom the request relates. The Trust will make a decision, having taken into account the circumstances of each case, together with the opinion of the Headteacher/Head of School. Where the

request is agreed by the Trust, a new application for admission into Reception Year will need to be made the following year when the application will be considered with all other applications in the usual way, applying the oversubscription criteria as necessary, and the application will not receive priority over other applications. The application must be accompanied by a copy of the letter confirming the decision of the Trust. This means that, although the parents may have obtained the Trust's agreement to their child being admitted below its normal age range into Reception Year one school year after being eligible to start school, their child may not achieve a place in Reception Year at the academy the following year.

Where the Trust refuses a request for admission of a child outside of his or her normal age group, they will write to the parents confirming the decision and clearly setting out the reasons for it.

- e. All applications shall be made using the LA standard application process on line. The link to this can be found on the relevant LA website.

- f. Admission Criteria

Where applications for Early Years Foundation Stage are oversubscribed places will be offered in line with the admission criteria outlined below:

- (i) Children Looked After (CLA) formerly referred to as Looked After Children and previously looked after children) (see note 1)
- (ii) In exceptional circumstances there is discretion to admit children on the grounds of their or their family's acute medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, before an admission decision is made. The admission decision will be considered in consultation with teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided before the closing date for applications.
- (iii) Siblings – children who have a brother or sister attending at the beginning of their first term (see note 2). If the number of siblings results in a school been oversubscribed, then places will be allocated using the proximity criteria described in (v) below.
- (iv) Children of staff at schools

Each school within The Spring Partnership Trust may give priority regarding oversubscription criteria to children of permanent staff (which the staff member can demonstrate a clear responsibility for) at the relevant school (and not part of a Multi-Academy Group) in both of the following circumstances:

- a) Where the member of staff has been employed at the relevant school for two or more years at the time at which the application of admission to the school is made and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

In these cases, the member of staff must have been contracted for a total of more than 15 hours per week on average for the two years prior to the application. In the case of

Central Trust staff, admission priority shall only be given to the school where the staff member works if they do so for 50% or more of their contracted time;

If the number of children of staff at schools results in a school been oversubscribed, then places will be allocated using the proximity criteria described in (v) below.

- (v) Proximity, as measured in a straight line from the front door of the home to the front door of the school (see note 3 and 4).

Note 1: a) A Child Looked After (CLA) is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. These children **must** still be “CLA” when the child starts school unless (b) applies.
b) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders).

Note 2: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and, in every case, the child must be registered as living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.

Note 3: “Home” being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) will not be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. Change of parental responsibility, unless in exceptional circumstances through a court order, will not be accepted during the coordinated admission process. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply. Evidence may be required to confirm the applicant is still living at the application address on National Offer Day and when starting at the offered school. Places may be withdrawn if address details do not match the information given on the application. Changes of address after offers have been made will be investigated and applications will be reconsidered on the basis of the new home address. If the offer was made under the proximity criterion and the new address falls outside of the offered distance of a school with a waiting list, the offer may be rescinded. Applicants who retain ownership of a previous address cannot use a temporary address for applications.

Note 4:

Distance will be measured (in a straight line) from the unique national grid reference (Easting and Northing) of the child’s home address (including flats) to the main entrance of the school building, using the Local Authority’s computerised measuring system that identifies the unique national grid reference for the property. Those living closer to the school receiving higher priority. The furthest distance reached is checked to confirm it is unique. Where the next applicant measures the same the system will go to further decimal places within a measurement to qualify who is nearer. Where applications are received from flats that have the same “easting and northing” measurements, places will be allocated by door number; the lower the number the higher the priority. If there are two identical distance measurements for different addresses of separate applicants, the tiebreak will be done by drawing lots.

- g. TSPT will maintain a clear, fair and objective waiting list, ranking applicants in the same order as the above oversubscription criteria, until the 31 December 2023 for reception applicants at which point a further application must be made to the London Borough of Bromley (Local

Authority). These applications and any further applications after that date should be directed to the (Local Authority) using their in year application form. The Local Authority holds all waiting lists for places that may become available throughout the year. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. Children Looked After, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.

- h. All in year applications should be directed to the London Borough of Bromley using their in year application form. The Local Authority holds all waiting lists for places that may become available throughout the year. Any child not offered a place will be placed on the waiting list. Parents have the statutory right of appeal against Local Authority decisions made under this paragraph and such appeals should be directed to the Local Authority.
- i. The Spring Partnership Trust, in common with all other schools, will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a child directed by the Fair Access Protocol will take precedence over any child already on the school waiting list and the school can admit over their PAN. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.
- j. Parents of children not offered places will also be informed of the appeals procedure. Parents have a statutory right to appeal in the event of the Trust's decision not to offer a place. Although The Spring Partnership Trust is the admissions authority, an independent panel considers appeals and their decision is binding on both parties.
- k. Children with an Education, Health and Care Plan (EHCP) are dealt with under a separate process by the Special Educational Needs team. All pupils with an EHCP naming the school will be admitted. The PAN will be reduced by the number of pupils with an EHCP naming the school and the oversubscription criteria will be used to prioritise the applications for the remaining places.
- l. Comments on the admissions policy can be addressed to the office of the relevant school.